



Post Title:	Cover Supervisor
Salary & grade:	Band G: scale point 18-23 45 weeks (46 for those with 5 or more year' service)
Hours	32.5 hours per week, term time only + 5days
Line manager/s:	The postholder will be responsible to the Headteacher, members of the Senior Leadership Team and Class Teachers

Main purpose of the job:

Direction of teaching assistants when leading in classes. Ensure all support staff are familiar with learning objectives and planned activities and contribute to an appropriately engaging learning environment

Key duties and responsibilities

To work under the instruction and guidance of the Senior Leadership Team and teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom.

To undertake cover supervision, support PPA, or short-term cover in the absence of the teacher.

To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to achieve their full potential.

To provide care and support for all pupils to ensure their safety and well-being.

To foster enjoyment, enthusiasm and independence in learning.

To contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.

To assist in the provision of a welcoming, stimulating environment.

To assist in the smooth running of the school

Support for the Pupils:

To contribute to the planning, delivering and implementation of work programmes to classes of pupils, small groups and individuals as directed by the teacher, enabling them to achieve maximum access and participation in the curriculum.

To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.

To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations.

To promote the inclusion and acceptance of all pupils within the classroom.

To encourage pupils to interact and work co-operatively with others.

To promote independence, confidence and self esteem.

To provide feedback to pupils in relation to progress and achievement.

Support for the Teacher:

To work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupils' learning.

To supervise groups and classes for short periods of time to cover for PPA or due to short term absence of the teacher.

To share responsibility with the teacher for the delivery of the curriculum and personalised objectives within the assigned class.

To assist, with the class teacher (and other professionals as appropriate), in the development of suitable programmes of support.

To contribute to the maintenance of pupils' progress records through ongoing assessment for learning and discussions with class teachers to aid summative assessments.

To provide regular feedback about the pupils to the teacher.
To assist in maximising the use of ICT in the learning process under the direction of the class teacher.

Support for the School:

To be aware of, and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
To contribute to the overall ethos/work/aims of the school.
To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
To contribute to reviews of pupils' progress, as appropriate.
To attend relevant in-service training.
To undertake out of school learning activities as required e.g. school visits.
To support pupils with swimming sessions where required as part of their curriculum.
To carry out break duty supervision where required
To carry out tasks as required to support the smooth and efficient running of the classroom and school
To carry out any other tasks as reasonably directed by the Headteacher
To support the school's policy on Positive behaviour support, ensure high standards of pupil behaviour
To assist pupils with their personal care, including toileting and changing.

Safeguarding

Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How to Apply:

If you would like to apply for the Cover Supervisor role, please do so by completing an application form which can be found on our Vacancy page - [Kelford Vacancies](#)

Your statement in support of your application, as a guide, should be around 2pages long and should address the selection criteria detailed in the Person Specification.

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job. Please ensure you read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

We reserve the right to close this vacancy early should we receive an overwhelming response.